

Columbia School District No. 206

High School & Junior High School
Student Handbook
Grades 7-12
2026-2027



Table of Contents (revised 8.10.26)

Table of Contents	2
Mission and Vision Statements.....	3
Associated Student Body (ASB) of Columbia Jr./Sr. High School	4
Graduation Requirements	7
Parent Involvement	7
Points of emphasis.....	4
Cell Phone	4,10
General Guidelines	4
Skateboards, Roller Skates, etc.....	5
Snowball, Water Balloons, etc.....	8
Cafeteria and Food Service.....	8
Change of Address or Telephone	8
Computer Network	8
Students and Telecommunication Devices.....	10
Student Driving.....	11
Emergency School Closure	8
Lost and Found.....	9
Medical—Student Health	9
Medical—Medication Usage at School.....	9
Medical—Insurance.....	9
Special Programs	10
Telephone Messages.....	10
Visitors.....	11
Disciplinary File.....	11
Expectations of Students.....	11
Disruptive Conduct	13
Exceptional Misconduct	13
Early Checkout.....	19
Dress Code.....	29
Prohibition of Harassment, Intimidation, or Bullying.....	20
Athletic Code.....	26
School Bus Policy	6
School Trips.....	6
Weapons	16
Disciplinary Sanctions	14
Attendance	18
Family Educational Rights and Privacy Act	22
Nondiscrimination Policy	24

Welcome!

Welcome to the 2026-2027 school year! It is a privilege to assist you in achieving your educational goals. School provides you with an incredible opportunity to earn an education and pursue your dreams. Earning an education takes work on your part, we look forward to supporting your efforts. The goal of this handbook is to help create a positive learning environment, where each student has the opportunity to reach their full potential. We encourage each one of you to do your part in creating a positive learning environment for every one of our students!



Washington State Learning Goals

These four learning goals provide the foundation for development of the Essential Academic Learning Requirements (EALRs):

- Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
- Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
- Think analytically, logically, and creatively, and to integrate different experiences and knowledge to form reasoned judgments and solve problems; and
- Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

Mission Statement

Columbia School District will educate and prepare all students for lifelong success.

Our Vision of Our School

The Columbia School District is the heart and soul of a community united to provide the greatest possible educational foundation to each and every student in the district. The results are responsible citizens, who are confident in their ability to learn, with every opportunity for post-secondary/career success.

New for 2026-2027 School Year

Points of emphasis

Harassment, intimidation, bullying. P. 19

No Cell Phones P. 10

No cell phones or headphones visible after first bell.

Plagiarism (including AI). P. 5

Repeated tardy. P. 18

- ❖ **Attendance (unexcused absence if the district does receive an acceptable excuse within 48 hours of the absence)**
- ❖ **Students need a pre excused absences for all absences that are considered inexcusable. (things such as family vacation, shopping, et)**
- ❖ **Student will not be allowed to use screens when we have a substitute teacher.**

Associated Student Body

1. The Columbia Junior-Senior Associated Student Body Council consists of:

A.S.B. President	A.S.B. Activities Liaison
A.S.B. Vice President	A.S.B. School Board Liaison
A.S.B. Secretary	Other Appointed Officers
A.S.B. Treasurer	
A.S.B. Assistant Treasurer	
2. A.S.B. Officers shall be elected in the spring:
 - a. Meet all of the requirements of the Columbia Lion athletic code for scholarship and behavior.
 - b. All appeals and consequences are the same as the Columbia Lion athletic code.
 - c. Violation of criminal or civil law that is contrary to the mission of Columbia A.S.B will result in immediate removal from office.
 - d. Other school-related violations will be dealt with according to the Columbia Student-Parent Handbook by the A.S.B advisor.
3. The Columbia Junior-Senior High School A.S.B. will meet at least once a month.

General Guidelines

Blankets:

School is a formal educational institution; therefore, blankets will not be allowed in the school building.

Vaping:

Vaping is becoming an epidemic for students in our country. To discourage the use of vape devices, the board will expect a 5-day suspension for use or possession of any portion of a vape device at school. Please help ensure these devices are not coming to school.

Our counselor will be available on a weekly basis to assist students who need help in quitting this habit. Students will not be punished for working with the counselor. They will be punished for possession or use of vape devices.

Hall Passes

Students should remain in their instructional area during class periods. Students who need to leave class for any reason should first receive permission from their teacher and take a hall pass with them.

During class time: **Only one student is allowed in the restroom at a time.** The first student will hang their hall pass on the bathroom door, if the bathroom is occupied, the student can go the small bathrooms next to the office.

Skippping class

Students who are not in their assigned class and do not have permission from their teacher to be elsewhere are skipping class.

Step 1: call home, lunch detention

Step 2: call home, one-day school suspension

Step 3: meet with parent, to develop a plan with appropriate discipline.

Physical Displays of Affection

As a TK-12th grade building, we need to create a safe and comfortable environment for all students. Kissing, lengthy embraces and inappropriate touching in public on school grounds or at school-sponsored events are not allowed.

School Dances

All students who are not on suspension are eligible to attend school dances with the following limits:

Prom must be enrolled as a 9th to 12th grade student at Columbia (guest up to 2 years out of High School and 8th graders who are guest of an eligible HS student may be approved by the principal).

Other dances: 8th to 12th grade Columbia students are eligible to attend (guest up to one year removed from HS and 7th grade may be approved by the principal).

All guest pass requests, must be approved by the principal two days prior to the dance.

Skateboards, Roller Skates, etc.

Students are prohibited from using skateboards, roller skates, or other similar personal transportation device in the school building or anywhere on school grounds unless the area is specifically designated by building administrators.

Snowballs, Water Balloons, etc.

Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity.

Academic Integrity

Cheating on work or submitting the work of others (including AI), will result in a student receiving not credit for that assignment. If a student resubmits the assignment with their own work, the best they can receive is a 50% deduction in points.

Sound and Entertainment Equipment

Radios, tape players, CD players, iPods, speaker systems, video games and any other equipment that are disruptive are not permitted in the classroom and other areas of the school. Such items, if brought to school without prior permission, may be confiscated by teachers or administrators and turned into the office. Such

confiscated equipment will not be returned to the student until the end of the school day and should not be brought to school again.

School Bus Expectations

The driver of the bus is in the final position of authority on the bus. Each driver is responsible for the safety of our students and each bus driver will establish their behavior expectations to support safe transportation.

Specific rules governing conduct of students:

- All district behavior expectations will be enforced on the busses.
- Behaviors that distract the driver can create safety issues and need to stop.
- Students must be seated at all times when the bus is in motion.
- Body parts or other items are not to be extended outside of the bus.
- Exiting the bus and crossing roads can be a dangerous time. The driver, who has the best vantage point will indicate when it is safe to commence these activities

Violations will be referred to the Transportation Supervisor, Principal or designee who will take appropriate disciplinary action.

Potential consequences include:

- warning
- assigned seat
- bus detention
- parent notification
- parent conference
- bus suspensions
- loss of activity bus privileges.

School Trips:

All students who are participating in the activity are required to use the transportation provided by the school.

The following exceptions can be made: Parents who are at the event can sign their children out with the chaperon and take their student home.

With preplanning and pre approval before the bus leaves, parents may be granted permission to have another parent sign out their child. These arrangements must be made before students leave for the event.

Under no circumstances will students be allowed to ride home with another student.

Only students and other authorized personnel may ride buses. All regular bus rules apply to students making school sponsored trips.

Buses will be used to transport athletes and other students whenever practical.

Graduation Requirements: the following components are required for graduation from Columbia High School with a valid Washington State Diploma:

Workforce and College Entrance Requirements			
Class of 2019 and beyond	Workforce and Community College	CADR (WA only) (College Academic Distribution Requirements)	Highly Selective Universities
English	4	4 (3 years must be college prep English)	4 (3 years must be college prep English)
Math	3	3	4
Social Studies	3	3	4
Lab Science	3	2	4
Fine Arts	2	0.5	1
World Language	2	2 (2 years of the same language)	3 (3 years of the same language)
CTE	1		
PE	1.5		
Health	0.5		
Electives	4		
Academic Elective		0.5	1
Non-Credit Requirements	WA State History High School and Beyond Plan Culminating Project	Essays	Essays Letters of Recommendation Interviews
Testing Requirements	SBAC - ELA SBAC - Math WCAS - Science	SAT or ACT	SAT or ACT SAT Subject Tests
*Personalized Pathway Requirement (PPR) are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education and are intended to provide a focus for the student's learning. Students may have up to 3 PPR courses.			
**Community Colleges and Technical Colleges – Attending either a community college or technical college serve as a great plan for students to save money and explore their options then transferring into a four-year university. Admission requirements vary from “open-door” policy to selective course requirements for specific programs.			
*** Please note that these college admissions requirements are simply examples and do not include other requirements such as letters of recommendations and essays. Always double check with each university regarding their specific requirements.			

Parent Involvement

All families have a major impact on their children's success.

Parents and guardians can improve their children's academic success by:

- Encouraging great attendance (the state standard for good attendance is less than 1 absence per month)
- Empowering staff by supporting high expectations.
- Have a consistent time and place for your child to study.
- Be available to help with homework without taking over.
- Let your child makes choices and set goals by herself or himself.
- Attend student conferences

- ❖ Contact the school, as soon as you have concerns, let's strive to solve problems while they are still small

Building Hours

The main office will be open from 8:00 a.m. to 4:00 p.m. on school days.

Cafeteria & Food Services...Free for all students!

Breakfast and lunch is available for all students. All meals include milk.

All meals for all students are free (school-wide meal program was approved for the 2023- 24 school year).

Forms & Documents

All school forms & documents can be found on our website at www.columbia206.com under the “Our School” section located on the home page of the website

Change of Address or Telephone

The school staff attempts to maintain accurate student address and telephone information. Please notify the school office if the information is incorrect or if a change occurs during the school year.

Computer Network

The Columbia School District has spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. Misuse of the Internet or school technology may result in loss of privileges, fines or both.

Daily Bulletin

Information from the Daily Bulletin should be read by the first period teacher or other designated person. Such announcements are important means of sharing information within the school.

Fines

Students may be fined for overdue library books and for abuse of school property such as textbooks, computers, furniture, buildings and buses. Such fines should be paid promptly.

Emergency School Closure

If a school closure or delayed start becomes necessary, the school will activate the *Blackboard Connect* notification system. The *Blackboard Connect* notification system will call all telephone numbers maintained as parent contact information. If you wish to have a number added to the system, please contact the school office.

If emergency school closure is necessary during the school day, every effort will be made to contact the parent/guardian to notify them of the situation. The notification system will call all telephone numbers maintained as parent contact information.

If you are receiving calls and would like to be removed from the all call list, please notify the school office at 509-722-3311.

General Student Safety and Security

Per school board policy, we have a closed campus. Students are not to leave school without permission. When a parent or guardian finds it necessary to take children from school, arrangements should be made through the office.

Lost and Found

The lost and found is located in the main office. Articles of value turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Any article unclaimed by June 20 will be given to charity.

Medical—Student Health

All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed. Students who, because of illness, are unable to continue class should make arrangements to go home. After asking his or her teacher for permission to go to the office, the student should call a parent or family member to arrange for transportation home.

Medical—Medication Usage at School

Use or administration of any medication at school requires parent and doctor signatures on a permission form as per Washington state law (1982). Independent use of medications (no-control substances) may be self-administered by an upper elementary student at the parents' discretion on a short-term basis. All medications must be labeled and in their original container. Please check with the office concerning any use of medications.

Medical—Insurance

Student accident and dental insurance is available as a service through the school. Information is available in the school office. Occasionally a child does not report an injury at the time it occurs; parents should notify the school immediately about any case of this kind.

Medical—Vision Screening

The vision of all students enrolled in grades kindergarten through sixth grade, all students being assessed for special programs and all students new to Columbia School District are screened each year. Parents are informed of all suspected problems and referred to appropriate specialists. The School Nurse will conduct vision screenings.

Money and Valuables

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles.

School Pictures

Both individual and class pictures will be taken during the school year. Pictures are regarded as a service to parents and students of the school. The school does not require purchase of the pictures.

Written notice will be sent home with each child announcing when the pictures will be taken.

Special Programs

Title I Chapter A - Improving Basic Programs

A program of special help in reading, mathematics, and language instruction. To be more informed of the program and its requirements please contact the school office.

I.D.E.A. - Special Education

A special education program and individual education plan (I.E.P.) is provided for students who qualify through testing by special services personnel. The Columbia School District provides Special Education services to all qualified students, ages three through twenty-one.

Supplies

Textbooks and workbooks are supplied by the school. Students are required to have basic learning supplies such as: pencil, paper, erasers, etc. Teachers in each grade level will notify students and parents of other basic additional supplies necessary for learning.

Telephone Messages

Emergency messages will be delivered to students during the school day.

Cell Phones: Students and Telecommunication Devices (Board Policy 3245)

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, Bluetooth devices, wired and wireless headphones while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
 - i) Review and ensure that accommodations for students with disabilities that have an Individualized Education Program (IEP) or Section 504 are met.
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- C. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in [RCW 9.68A.011](#), in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action.

Visitors

Parents are always welcome at Columbia Schools. Parents wishing to visit a teacher or class should make an appointment through the school office. All visitors are asked to check-in at the school office. Student wishing to have a guest at school must secure permission in advance by completing a visitor request form with all teachers' signatures one day prior to the visit for the Principal's signature. A student may have only one guest per visit and the student will be held responsible for the conduct of the guest. No guests are allowed during final exams.

Student Driving (Board Policy 3243/3243P)

Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the student's parent. A student may use the school parking lot subject to the following conditions:

- A. A student must register the car in the school office. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property;
- B. Students may not occupy a vehicle (without permission) during the school day; and
- C. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon will also extend to a student's vehicle.

A student who does not conform to the above rules will be subject to corrective action.

Discipline File

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the principal or his designee. The disciplinary file remains part of the student cumulative file as the student moves through the grades. Its contents may be shared with others who demonstrate parental or professional need to know its contents at the discretion of the principal. The contents will not become part of the student's permanent file that is retained and stored in perpetuity.

Note: All school discipline policies and procedures are contained in School Board Policy. Current policies and procedures are available on the school website: columbia206.com. All discipline actions will be based on these policies/procedures.

Procedure Student Conduct Expectations and Reasonable Sanctions

Columbia School Board policy and procedures 3240/3240P regulates this section of the handbook, full context of each policy and procedure is available on the district website: columbia206.net

Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public

Instruction. For procedures and legal requirements related to imposition of suspension and expulsion, see Policy and Procedure 3241, Classroom Management, Discipline and Corrective Action.

Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority. Compliance with Rules All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Student Rights

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

Disruptive Conduct A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;13 • Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

Exceptional Misconduct

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves

- Injury to another;
- Bodily fluids; or
- A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nunchaku sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law.

Guidelines for disciplinary sanctions

Complete list is available in School Board Policy 3240P, principal will reference these procedures prior to implementing sanctions. All board policies are available on the website: columbia206.com

ASSAULT/FIGHTING OR FIGHTING INVOLVEMENT: For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.
STANDARD RANGE: 0-10 Day Suspension

DEFACING OR DESTRUCTION OF PROPERTY: For school discipline purposes, this means the unauthorized, intentional damage to district property or the property of others (other than arson, above).
STANDARD RANGE: 0-10 Day Suspension

DEFIANCE OF SCHOOL AUTHORITY: Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3241. Defiance of school authority can also include intentional disruptive behavior. **STANDARD RANGE:** 0-10 Day Suspension

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES: The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana. **STANDARD RANGE Elementary:** 0-10 Day Suspension **STANDARD RANGE Secondary:** 3-20 Day Suspension

GANG CONDUCT: For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members. Gang imagery and symbols include, but are not limited to:
 - Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
 - Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc. **STANDARD RANGE:** 0-10 Day Suspension

HARASSMENT, INTIMIDATION OR BULLYING: For school discipline purposes, “harassment, intimidation and bullying” includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension **STANDARD RANGE Secondary:** 3-20 Day Suspension

LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. STANDARD RANGE: 0-10 Day Suspension

THEFT/STEALING: Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. STANDARD RANGE: 0-10 Day Suspension

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions. Elementary Students See sanctions for Defiance of School Authorities Secondary Students First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities] Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service]. Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

WEAPONS:

This section addresses the possession or use of actual weapons in violation of district policy 3241, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3241 should be addressed under other sections, as appropriate.¹⁶ STANDARD RANGE: 0-20 Day Suspension

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis. The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

ATTENDANCE

See Columbia School Board Procedure 3122P for complete text

The faculty and administration of Columbia Elementary School strongly believe that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. Such regular attendance has a positive effect on student learning and achievement. Mastery of course content and

achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance.

In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 8-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

Excused Absences (complete list in procedure 3122P)

Include absences due to illness, health condition or medical appointment for the student; family emergency; family work related issues.

Unexcused Absences (AU) includes absences and tardiness for which no valid excuse note is provided to the school. This type of absence is also defined as truancy or an unexcused absence. ***Assignments and/or activities not completed because of such absence or tardiness cannot be made up by the student.*** Students who have unexcused absences will face the disciplinary consequences. Students who continue to be truant may be referred to the Stevens County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010).

One Unexcused Absence

Notification to parent

Three Unexcused absences in a month

Parent Conference

Fifth Unexcused absence in a month

Enter into an agreement with the parents/guardians that establishes attendance requirements

Seventh in a month or tenth during a school year

Petition to the juvenile court

School-Related Absences

To be considered as excused, absences for school activities must be pre-arranged and authorized by the Principal and teachers must be notified prior to the absence. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

Planned Absences

Students and parents are encouraged to plan trips and other discretionary absences during school holidays. Student academic performance usually suffers when they are not able to participate in classroom learning activities. If a trip or other planned absence is necessary, the student should obtain a Pre-arranged Absence Form from the office, complete the form, and obtain the signature of their parent. After the parents have signed the form, it should be submitted to his or her teachers to inform them of the absence and to seek their permission to make up the work missed. The completed form should be submitted to the Principal for final approval or denial. In general, **these arrangements should be made one week prior to the absence to allow teachers time to provide assignments for the time to be missed.** Work not made up within two weeks after the absence may not be accepted for credit.

Extended Absences

If a student is confined to home or a hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his or her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete grade or withdraw from

the class without a penalty. Homework may be requested when the student is absent for more than one day.

ABSENCE PROCEDURES

A well planned class provides learning opportunity for the student every day. If a student is absent or tardy, the student is the one who is losing the education benefits. Many times it is impossible to make up the "missed" experience at least in its entirety and to gain from this learning experience to the same degree that a student would through the group involvement in the regular class. Absences and/or tardiness also make the educational process for the group as well as the individual unnecessarily difficult. It is therefore necessary to have operating policies which will minimize absences and tardiness.

Absence Excuses

If you are absent from school for any reason, a note from home should be brought to the school office on the day of your return. Written excuses from the parent or guardian shall be required for each separate incidence of absence. Any absence for which an excuse note has not been submitted within two (2) days will be considered truancy.

Physical Education Excuses

For a temporary excuse of three (3) days or fewer, the parent **MUST** submit a note to the attendance office *before* the student attends class. The note must specify the illness or injury. For excuses of more than three days, the parents are required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from the active physical education participation.

Excessive Absences

Regular, punctual attendance is a vital factor in academic success in school and for carry over into the success of the working world. Lack of attendance affects learning: It is impossible to "make up" a missed classroom experiences.

To support good monthly attendance:

The parent will receive a call after each absence

A letter will be mailed at 2 absences in month (The state's definition of Chronic Absenteeism is 2 or more absences in a month)

After the 5th absence in a month, the principal will attempt to contact the parent.

At seven absences in a month, the community truancy board may be schedules

The truancy board may consist of the following members: class advisor, Steven County juvenile probation officer, principal, parent, and student.

After the 10th absence (both excused and unexcused): A student conference will be scheduled to discuss excessive absences.

If you have any questions or need to contact Principal, Chuck Wyborne, regarding attendance issues/or family situations please do not hesitate to call her at 509-722-3311. We know that there are always situations that need to be treated differently and we will work with your family the best we can.

Tardiness

Students are expected to be on time to class. A student will be considered tardy up to ten minutes into any given class period. After ten minutes, the student may be recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that

effect. If a student is tardy for a class or not in their designated class during class time, he or she may face a range of disciplinary consequences from an administrator or other staff member. Secondary students will serve a lunch detention for more than 1 tardy per week.

Excessive tardiness: 5th tardy student calls home, 10th tardy half day of in-house 15th parent conference

Early Checkout

Any student who intends to checkout early, needs to complete a pre-excused absence form and will be responsible to complete all of the school work assigned to their peers. Missing assigns will be given no credit.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law defines HIB in RCW 28A.600.477(5)(b)(i) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student’s property;**
- (B) Has the effect of substantially interfering with a student’s education;**
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or**
- (D) Has the effect of substantially disrupting the orderly operation of the school”**

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for

support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Chuck Wyborney, principal) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form [link].

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form [link], and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- ☐ A summary of what the investigation found
- ☐ A decision about whether the HIB was substantiated (found to have happened)
- ☐ Any steps the school will take to address the problem
- ☐ Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the

district's HIB webpage or the district's HIB Policy [3207] and Procedure [3207P].

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a protected status, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A hostile environment is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

District's Nondiscrimination Policy is available on the district website: www.columbia206.com.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- ☐ Pressuring a person for sexual actions or favors.
- ☐ Unwelcome sexual touching.
- ☐ Written, graphic, or electronic messages that are sexual in nature.
- ☐ Sharing sexually explicit texts, emails, or pictures.
- ☐ Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- ☐ Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Chuck Wyborney, principal, (509)722-3311, cwyborney@columbia206.com

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

Concerns about disability discrimination:

Section 504 Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- ☐ A summary of the investigation results.
- ☐ A determination of whether the school district failed to comply with civil rights laws.
- ☐ Any corrective actions or remedies that are needed.
- ☐ Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)]. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully address your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- ☐ Address students by their requested name and pronouns, whether or not they have legally changed their name.
- ☐ Update students' gender designation so they accurately reflected in school records.
- ☐ Provide students with access to restrooms and locker rooms that align with their gender identity.
- ☐ Ensure students can participate in sports, physical education classes, field trips, and overnight

trips consistent with their gender identity.

- ☐ Keep students' health and education information private and confidential.
- ☐ Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- ☐ Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit www.columbia206.com. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Chuck Wyborne, principal, 509-722-3311 ext103.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 22.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- ☐ Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- ☐ Harassment, intimidation, or bullying (RCW 28A.600.477)
- ☐ Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- ☐ Use of restraint or isolation (RCW 28A.600.485)
- ☐ Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes; you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- ☐ Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- ☐ Email: schoolsafety@k12.wa.us
- ☐ Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- ☐ Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- ☐ Email: equity@k12.wa.us
- ☐ Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- ☐ Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- ☐ Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- ☐ Website: www.oeo.wa.gov
- ☐ Email: oeoinfo@gov.wa.gov
- ☐ Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- ☐ Website: www.ed.gov/
- ☐ Email: ocr@ed.gov
- ☐ Phone: 800-421-3481

Nondiscrimination Policy for Columbia Schools

Columbia School District 206 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression

or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Greg Price, Superintendent at P.O. Box 7, 4961 B Hunters Shop Road, Hunters, WA 99137. Telephone: 509-722-3311. Email: gprice@columbia206.net.

The Columbia School District Title IX Compliance Officer can be reached through the Columbia School District Office by writing to 4961 B Hunters Shop Road, P.O. Box 7, Hunters, WA 99137, telephone 509-722-3311. Any concern regarding discrimination should be filed with the Title IX Officer by calling or writing as soon as possible.

It is the intent of Columbia School District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of students with disabilities and their parents under section 504 will be enforced. Questions or Comments can be directed to Greg Price, Superintendent, 4961 B Hunters Shop Road, P.O. Box 7, Hunters, WA 99137, telephone 509-722-3311 or via email at gprice@columbia206.net. is coordinator of Section 504 activities for Columbia School District;

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. **They are:**

- (1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honour a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.**

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask the Columbia School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the **right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of**

FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, D.C. 20202-4605

ATHLETIC ACTIVITIES PROGRAM

As a complement to its academic courses, Columbia School District offers extracurricular programs which include athletics, academic teams, and a variety of clubs involved in non-graded activities. The purpose of these programs are to provide instruction in areas of student interest, to develop self-discipline, to develop pride and dignity, to develop sportsmanship and teamwork, to develop successful competitors, to help prepare students for the competitive world after school, to develop leadership skills and to allow students to responsibly represent Columbia School. Representing Columbia School is both a responsibility and a privilege. Therefore, it requires that those involved meet a higher standard than other students.

GENERAL GUIDELINES**1: Local Rules and Regulations**

1a: Columbia School District will offer interscholastic athletic programs for their high school and junior high students based on student interest and available funding.

1b: All students who participate in athletics must meet Washington Interscholastic Athletic Association requirements.

1c: All students who participate in athletics must meet the following Columbia School District requirements and have documentation on file in the office, prior to participating:

1c1: Physical examination. A physical examination must be completed by a physician at your expense. Physical

examination forms are available in the office and are valid for two years from the date of the physical. Columbia

School highly recommends that students receive a thorough exam if they want to use the two-year option.

1c2: Parental permission/Emergency Medical Release form. A parental permission form must be signed by the parent/guardian and turned in to the school in order for an athlete to participate. The form also has a space to indicate if

the athlete has read and understands the handbook for student athletes. Your signature will indicate that you have read

and understand our rules, regulations, and training requirements. Participation will be denied to anyone not signing this

form. This form is available in the office.

1c3: Evidence of paid enrollment in the school sponsored athletic insurance program or a parent signed insurance

waiver for that sport/school year must be on file with the school office. The school insurance form and a waiver are

available in the office.

1c4: ASB Card. Students must have paid ASB dues prior to participation in their first interscholastic game.

1d: All individuals actively participating in a school sponsored athletic program will be held accountable for the guidelines of this document.

1e: When students enter the 9th grade, they will have a clean slate on discipline steps.

1f: Athletes may not participate in any organized school athletic team while a member of another.

1g: Any athlete who is injured or becomes seriously ill enough to require a doctor's note not to participate, will be required to have a written doctor's permission to resume the activity.

1h: Any athlete who quits a team for medical reasons must provide a doctor's note or they will be considered to have quit the team.

2: Academic Standings

2a: Senior High student eligibility will be determined after each semester with additional grade checks every two weeks. Student athletes will be considered eligible to participate in extra-curricular activities if they are passing all their classes. Students, who fail to meet these standards, but meet WIAA minimum standards, will be suspended from competition until the next grade check (2 weeks). One time per season a student will be given a probationary status for not making the grade check.

During this two-week period the student's grades will be checked prior to any contests and be allowed to participate only if the grades are meeting the above standard. Grade Checks will be done on Wednesday afternoons. Eligibility or ineligibility will take affect first thing Thursday morning and remain in effect until the next grade check.

*note: Only the athletic director can officially declare a student athlete eligible or ineligible.

WIAA minimum grade standard requires a student to pass 5 of 6 classes for the previous semester. If a student does not meet this standard they will be ineligible for competition for 5 weeks. A week must have at least 4 school days to count as a week.

2b: Junior High students are required to achieve the same standard as our senior high students. JH students will be checked every Wednesday during the season. If a student fails to meet these standards they will be given one week of probation. During this week students are expected to use some practice time studying, but will be allowed to participate. If a student fails to meet these standards two consecutive weeks, they will ineligible to participate until the next grade check (one week).

2c: Special Education Students will be held to the same standards as our regular student body. In the event of ineligibility, the Special-Ed teacher, IEP team and Athletic Director will meet and may choose to modify the standards on a case by case basis.

3: School Attendance Prior to a Contest

3a: In order to participate in games, the participant must be in school attendance the full day of the game. Any exceptions must be cleared through the Athletic Director or Principal prior to the absence. Excusable exceptions could be such as medical, dental, or any other circumstance the Athletic Director or Principal deems appropriate.

CONDUCT DURING THE SPORT SEASON

1: Coaches Guidelines for participants

1a: A student shall refrain from flagrant or abusive conduct directed toward a faculty member, coach, official, student, any opponent, or any member of the community while participating in the activity or sport. Disrespectful conduct of any team member will not be tolerated.

1b: Any actions during practice or games that violate student handbook policy will be referred to the principal for official disciplinary action. Additional consequences from the coach may also be applied.

1c: Each respective coach will establish his/her own team rules he/she deems necessary to conduct an orderly and successful program, along with enforcing all student handbook rules.

2: Use or carrying of tobacco (smoking, vaping or chewing).

2a: The use or possession of any type of tobacco or vape product is prohibited.

Each violation will result in a suspension equal to half of the games in a season

Violations will carry over into the next sports season on a prorated basis

3: Major rule violations

3a: No carrying of, distribution of, possession of, or being under the influence of narcotics, dangerous drugs, controlled substances, legend drugs (prescription drugs that are not your own), or alcoholic beverages. Appearance or attendance at parties or gatherings where alcoholic beverages or drugs are being illegally used is also prohibited.

- 1st Violation: The athlete is out for the rest of the current season.
- 2nd Violation: The athlete cannot participate in school athletics for the rest of the school year.
- 3rd Violation: The athlete can no longer participate in school athletics for one calendar year.

3b: Major Crimes: These are incidences which would be reported to the law. (Examples: theft, assault, possession of a dangerous weapon)

4: Quitting Rule

4a: Students will be allowed to quit a sport during the first ten days of practice without repercussion. If a student must quit after the 10-day grace period due to extenuating circumstances, he/she must meet with the coach and athletic director or principal to discuss such circumstances.

4b: If a student athlete quits or is kicked off a team they will be required to miss 2 games of the next sport they choose to participate in.

5: Appeal Procedure

5a: All students and athletes have access to appeal under WAC 180-40. If an athlete has been disciplined or suspended from a sport squad for any reason, he/she shall have the opportunity to appeal the decision. Procedure

1st step: The athlete should first inform the Athletic Director of his/her intentions to appeal (this must be done within three (3) school days of the suspension notification). The AD will then notify the Principal.

2nd step: If the athlete or coach is not satisfied with the decision of the Principal, he/she should then appeal the

decision (within three (3) school days) to the Superintendent, who shall review the case and make a decision. The

decision of the Superintendent shall be final.

6: Equipment

6a: Issued Equipment - School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of issued equipment or damage to issued equipment will be the students financial obligation.

6b: Wearing issued equipment - Issued equipment is to be worn only while participating with the team in practice or during a scheduled contest. The WIAA prohibits the use of school issued equipment while participating in any event outside the yearly program or activities not sponsored by the WIAA.

6c: A participant who drops from a sport squad without turning in his/her issued practice or game equipment will forfeit his/her right to participate in any other sport season and will have credits and grades withheld until proper restitution has been made.

NOTE: No athlete will be allowed to participate in a sport until all previously issued equipment has been returned or proper restitution made.

7: School Equipment and Facilities

7a: The school district provides students with physical facilities for athletics at great expense in the form of taxes to parents and community members. Therefore, it is important the students exercise care and personal regard for these facilities.

7b: Misuse of dressing room facilities, lockers, towels, benches, gymnasium, or field facilities will not be permitted.

NOTE: Failure to comply with this regulation may result in denial of their use.

8: Travel

8a: Permission for a student to ride with another student will NOT be given at any time.

8b: Transportation to and from extra-curricular or athletic events will be provided by the Columbia School District.

8c: Each student will remain with their peer group and under the supervision of the staff member in charge when attending the event.

8d: All students must travel to and from the event with the peer group and in transportation provided for this purpose.

Exceptions to this rule:

- Parent or Guardian must be present at event and personally sign for their child's release.
- Parent or Guardian must have a note in the office stating to whom they are to be released before the bus departs for the event.

NOTE: Permission for a student to ride with another student will NOT be given at any time.

8e: Students will give chaperones, bus drivers, and teachers on school buses the same status as teachers in the classroom.

8f: Students going to day games should get a pre excused absence if they will miss school time.

Dress Code (Board Policy 3224P)

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others; or
- B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.